

**Quality and Productivity Commission Meeting
Minutes of December 14, 2015**



PRESENT:

Rodney Gibson
Walter Allen, III
Jacki Bacharach
Viggo Butler
Charles Bakaly
Evelyn Gutierrez
Nancy Harris

Jaclyn Tilley Hill
Shawn Landres
Edward McIntyre
William Waddell
Joseph Wetzler
Jacqueline Wong
Will Wright

ABSENT:

Jacki Bacharach

Bud Treece

CALL TO ORDER

The Chair called the regular meeting of the Quality and Productivity Commission to order at 10:05 a.m. in Room 739 of the Kenneth Hahn Hall of Administration.

APPROVAL OF THE MINUTES OF OCTOBER 26, 2015

On motion of Commissioner McIntyre, seconded by Commissioner Landres, the minutes of October 26, 2015, were unanimously approved.

PRODUCTIVITY INVESTMENT FUND (PIF) RERPORT

Commissioner Hill gave the following report:

- The PIF process has been put on hold for now. She apologized for any inconvenience this may have caused
- The Chair of the Commission elected to send a memo to all department heads informing them that the PIF process is on hold. This includes the projects that were approved by the Productivity Investment Board (PIB) last month
- There will be a special meeting of the PIB in January to make recommendations as how best to proceed. There is approximately \$500,000 available in the PIF fund

NOMINATING COMMITTEE

Commissioner Waddell made the following report:

- The Nominating Committee met and made the following recommendations for 2016 officers: Jacki Bacharach, Second Vice-Chair; Nancy Harris, First Vice-Chair; and Rodney Gibson, Chair

**County of Los Angeles
Quality and Productivity
Commission**

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Chair

Rodney C. Gibson, Ph.D.

1st Vice-Chair

Jacki Bacharach

2nd Vice-Chair

Nancy Harris

Chair Emeritus

Jaclyn Tilley Hill

Immediate Past Chair

Edward T. McIntyre

Walter Allen, III
Charles G. Bakaly, Jr.
Viggo Butler
Evelyn M. Gutierrez
J. Shawn Landres, Ph.D.
Huasha Liu
Bud Treece
William C. Waddell, DBA
Joseph P. Wetzler
Jacqueline A. Wong
Will Wright

Executive Director

Victoria Pipkin-Lane

Program Manager

Mary E. Savinar

Program Support

Laura Perez



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Commissioner Landres moved to nominate Commissioner Gutierrez to conduct the election, since the current officers are on the ballot. The motion was seconded by Commissioner Hill and unanimously approved.

- Commissioner Gutierrez asked for a vote of the Second Vice-Chair. Without any other nominations, the Commission voted unanimously to appoint Commissioner Bacharach as Second Vice-Chair
- Commissioner Gutierrez asked for a vote of the First Vice-Chair. Without any other selections, the Commission voted unanimously to appoint Commissioner Harris as First Vice-Chair. Commissioner Harris abstained
- Commissioner Gutierrez asked for a vote of the Chair. Without any other selections, the Commission voted unanimously to appoint Commissioner Gibson. Commissioner Gibson abstained

CHAIR'S REPORT

Chair Gibson gave the following report:

- Meeting with CEO Sachi Hamai has been rescheduled for January 15. Will see what further guidance she can give the Commission. The PIF is the major item to be discussed
- There will not be an augmentation of the PIF during the current fiscal year. The four proposals submitted during the second quarter have been referred back to the PIB. A letter was sent to all department heads announcing no solicitations for the 3rd quarter and apologizing for not being able to accept any new proposals
- As Commissioner Hill mentioned, the PIB will have a special meeting on January 19 to discuss the budget for the PIF for the remainder of the current fiscal year. The PIB will make recommendations to the full Commission on the budget and how to proceed with the four proposals already submitted
- Commissioner Landres will give an update on the Strategic Plan later in the meeting. The Plan is in today's packet. If not already done, send comments/suggestions to the Executive Director. She will compile the comments and send them to Commissioner Landres and the Chair for review
- When a Commissioner abstains, it simply means that it is a "non-vote." It is still counted as part of the vote. An abstention does not change the quorum
- A draft policy on the circulation of Board Reports and Memos to the Commission and others has been approved by County Counsel. Copies were sent as part of the packet for today's meeting. A motion is needed to discuss the policy and move it forward.

Commissioner Butler moved to approve the new policy on the circulation of Board Reports and Memos to the Commission, seconded by Commissioner Hill. After discussion, the following changes to the policy were made:

- First paragraph, change to – Upon receipt of a Board request for a Board Report or Memo, the Commission Chair shall notify the Commission and determine whether appointment of an ad hoc Working Group is.....

- Add a new Fourth paragraph to read – **The Board report shall be placed on the Commission agenda prior to submission**

The policy was unanimously approved with amendments

PRODUCTIVITY MANAGERS' NETWORK (PMN) CHAIR'S REPORT

Executive Director Victoria Pipkin-Lane made the following report:

- More than 35 Productivity Managers attended the General Meeting of the PMN on November 4, which was hosted by the Sheriff's Department. Commissioner Gutierrez greeted the managers. Commissioners Hill and McIntyre also attended and spoke to managers. In addition:
 - The meeting was held at the Historic Hall of Justice
 - Sheriff McDonnell personally greeted the managers
 - There was an outstanding presentation on Social Media by Commander Parker and Deputy Tony Moore
 - Managers were given a tour of the historic building
 - Deputy Moore sent a link to register for the next Social Media Workshop
 - The 2016 PMN Executive Committee elections were held. The new officers are: Kumar Menon, Chair (Mental Health); Stephanie Maxberry, Executive Advisor (Community & Senior Services); Jennifer Coultas, 1st Vice-Chair (Child Support Services); Catherine Make, 2nd Vice-Chair (Public Health); Caroline Torosis (Consumer Affairs) and Phillip Rocha (Health Services), Education and Training Co-Chairs; Elisa Vasquez (Community Development Commission) and Elizabeth Mendez (Parks and Recreation), PQA Co-Chairs
- More than 40 Productivity Managers and Alumni attended the PMN Holiday Reception on December 1st. Commissioner Landres was the Master of Ceremonies. Commissioner Gutierrez greeted the managers and Commissioners Gibson, Hill, McIntyre, and Waddell also attended and spoke to the managers. In addition:
 - The "International potluck" was a great success
 - Tony Bell, Assistant Chief Deputy, 5th District, represented Supervisor Antonovich to send his greetings and best wishes
- A new managers orientation is tentatively scheduled for January 13
- The PMN Executive Committee meets on February 8th to plan for the February 24th General Meeting and Training
 - The meeting will be held at the Fire Department's Training Center on Eastern Avenue
 - In addition to the usual focus on QPC programs, consideration of a speaker on Emergency Preparedness and Active Shooter situations is being made, as well as a tour of the Fire Department's Emergency Training Center

EXECUTIVE DIRECTOR'S REPORT

Executive Director Victoria Pipkin-Lane reported the following:

- The Commission calendar has been updated and distributed. It is a working calendar and changes will be made with the addition of department visits in the

new few weeks. A new calendar will be sent out the first of the year with those changes

- CEO Sachi Hamai has reorganized the Chief Executive Office. While there are a lot of changes, the Commission continues to report to the Board. Commission staff's chair of command will probably be clarified within the next two weeks
- Supervisor Antonovich made a scroll presentation to Commissioner Marshal Chuang for his three years on the Commission. Commissioner Chuang gave nice remarks about the Commission and appreciated the opportunity to serve
- The Sheriff's Emergency Preparedness brochure will be sent to all Commissioners. The brochure covers topics such as Active Shooters, Earthquakes, and other types of emergencies
- On December 16, the Department of Human Resources is having another graduation for their Executive Leadership Development Program. Commissioners Wong and Landres will be attending

STATUS REPORT ON VSAP

Commissioner Hill made the following report:

- A report from Dean Logan will be provided to all Commissioners which entails the latest progress on VSAP
- Dean Logan will be providing another update at an upcoming QPC meeting

STRATEGIC PLAN UPDATE

Commissioner Landres gave a power point presentation and made the following report:

- The Strategic Plan covers 2016-2020 and is done every five years
- The SFWG worked hand-in-hand with the Executive Committee to put the plan together
- The plan in today's packet has been approved by the SFWG and the Executive Committee and is ready for final approval
- Amendments to the plan are welcome, but are needed as soon as possible. Please send any comments to Executive Director, Victoria Pipkin-Lane

Commissioner McIntyre moved to approve the Strategic Plan with amendments, seconded by Commissioner Hill. The motion was unanimously approved.

OPEN DISCUSSION

None

PUBLIC COMMENT

None

ADJOURNMENT

On motion by Commissioner Allen, seconded by Commissioner Wetzel, the meeting adjourned at 11:43 a.m. The next full Commission meeting will be on Monday, January 25, 2016, in Room 743, at the Kenneth Hahn Hall of Administration.